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E-mail: kidsdocs@aap.org
www.aap.org

June 30, 2009

Community Pediatrician, MD
123 Main
Chicago, IL 60001

Dear Dr. Pediatrician:

RE: Sample CATCH Project

Congratulations! Of the XX total applications submitted, your application was one of XX proposals approved for a 2009 Community Access to Child Health (CATCH) Implementation Funds grant.

The vision of CATCH is for every child in every community to have a medical home and other needed services to reach optimal health and well-being. This is a major goal of the Academy, and we are pleased that you have undertaken a commitment to help realize the vision of CATCH through your project.

Pending revision of your budget, your grant application has been approved in the amount of \$12,000 to carry out your project, and will be funded through ABC Foundation. As ABC may want to contact you to offer assistance with such things as public relations, we will provide your contact information to them unless you notify us by the end of June that you do not want your information to be released.

The following conditions apply to your 6-month CATCH Implementation Funds grant (please note these are brief descriptions and you must review the accompanying grant award agreement to learn more about what you are required to submit in order to begin your project):

1. Funding will be released in two installments. Please visit the CATCH Grantees page, www.aap.org/catch/grantees, to learn more about what you are required to submit in order to begin your project.
2. In the event that you are not prepared to begin your project at this time, you may defer starting until December 31, 2009 (however starting within the next is strongly encouraged).
3. Your project is to be completed within 6 months after receipt of your first installment, at which time you must submit a final grant report (instructions are available at the CATCH Grantees page). If you cannot complete your project within the 6-month grant period, you are allowed to request a 6-month extension. Up to two 6-month extensions are allowed.

The CATCH Grantees page www.aap.org/catch/grantees should be accessed regularly and contains resources and FAQs to help you move through the grant process. Please be sure to give this Web address to any individuals working with you on this project.

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June 17, 2009
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Katie Milewski MPH, CATCH Program Coordinator, will be administering your grant from the Academy. Please return the required documents as specified on the CATCH Grantees page to her at 141 Northwest Point Blvd, Elk Grove, IL 60007. Feel free to contact Katie at any time with questions about your award, or to request a grant extension. She can be reached at kmilewski@aap.org, or 800/433-9016, ext 4916.

During the course of your project, we strongly encourage you to take advantage of the technical assistance that is available to you from your Chapter CATCH Facilitator(s), and AAP staff. Contact information for CATCH staff and CATCH facilitators is available online at www.aap.org/catch/grantees. We have heard from many grantees that this support and advice has been very helpful. In addition, your chapter president, executive director, and CATCH facilitator(s) will be receiving notification of your grant award. We encourage them to highlight your work within the chapter and hope that you will communicate your progress to them.

Additional resources that can help you with your CATCH project are posted at our Community Pediatrics Web site www.aap.org/commpeds and on the CATCH Grantees page at www.aap.org/catch/grantees.

We wish you much success with your CATCH project and look forward to seeing the results of your efforts!

Yours truly,

/s/

Denia A. Varrasso, MD, FAAP
Chairperson
District CATCH Facilitators

DAV/JCD/km

Attachments:

Award Agreement
Revision Requirements Form
Tax Implications Form
Sample Fiscal Agent Letter

cc: Chapter President
Chapter Executive Director
District CATCH Facilitator

/s/

Judith C. Dolins, MPH
Director
Dept of Community, Chapter and State Affairs

Chapter Vice President
Chapter CATCH Facilitator(s)